

OFFICE OF SENATOR MURKOWSKI  
2006 HIGH SCHOOL  
INTERN APPLICATION

Senator Lisa Murkowski  
709 Hart Senate Office Building  
Washington, D.C. 20510-0203  
(202) 224-6665

## OVERVIEW

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Senator Murkowski's high school intern program is an opportunity for newly-graduated Alaskan high school students to spend a month in our Washington, D.C. office to learn more about the workings of the United States Senate and the federal legislation that affects Alaska. We select a total of twenty students from all areas of Alaska to participate in two, month-long sessions.

The office also selects two college students to oversee the program and coordinate various planned events, as well as to supervise and provide peer support for the interns. Although interns spend much of their time under the supervision of the college coordinators, we expect a certain level of maturity and responsibility from our interns. Holding them to these standards allows us to give interns the freedom of living on their own and the ability to explore Washington, D.C. during their free time. Please be aware that we have a zero tolerance policy for alcohol and drug use.

The internship is designed to be a great learning experience as well as a chance for Alaska's young people to enjoy all that Washington, D.C. has to offer.

## WHO MAY APPLY

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Senator Murkowski's intern program is open only to Alaskan high school students completing their senior year.

## QUALIFICATIONS

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We are looking for independent and mature applicants who can take the initiative to make the most of their opportunity in Washington, D.C. We assume interns are capable young Alaskans who realize that their actions reflect upon their parents, the State, and the Senator while they are in Washington, D.C.

## WHEN

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There are two sessions, lasting four weeks each. The first session runs from June 3 – July 1, 2006, and the second session runs from July 8 – August 5, 2006. You should designate which session you would prefer to attend on the application. You may participate in one session only. Special arrangements can be made for students wishing to participate in the first session who will be graduating on or right around June 3 to arrive in Washington, D.C. as soon as possible after graduation. However, we encourage students whose graduation dates conflict with the beginning of the first session to apply for the second session.

## ACTIVITIES

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Office hours are from 9:00 a.m. to 6:00 p.m. Professional business attire is required for both men and women.

Office activities include assisting the staff with correspondence and research projects, attending hearings and committee business meetings, performing clerical tasks, running errands, composing articles for the intern newsletter, and accompanying Senator Murkowski during her daily routine.

A number of tours and social events, including an evening baseball game and a theatrical performance, a day at a local amusement park, and trips to historic sites are all part of the complete program.

## SALARY

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Please understand that this is not a government-funded program. Alaskan businesses and Alaskan individuals who are interested in supporting Alaska's next generation generously donate funds to cover all program expenses, except salary and room and board, in order to assist in making this experience possible.

The benefit to our interns is the valuable work experience and knowledge of our government and our Nation's Capital rather than financial gain. The stipend is offered as a means of defraying much of the individual's costs of attending.

Interns will be paid a stipend of approximately \$350/week. Payments are received in two-week installments on the 5th and the 20th of the month, following the interns' first day in the office. This stipend is subject to applicable taxes (such as federal and social security taxes), so the actual stipend will be slightly less. Air transportation to and from Washington, D.C. may be provided by Alaskan corporate sponsors subject to the availability of funds. Most interns have found that additional personal funds are necessary to cover some of their expenses.

It is important that interns budget ahead of time how much money they will have available for extracurricular activities and not rely solely on their bimonthly paychecks.

## HOUSING AND EXPENSES

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The interns will be housed in double rooms with kitchenettes in George Washington University's (GWU) dormitories. The college coordinators will make room selections and assign roommates among the ten interns for each session. Linens, pillows, blankets, and kitchen appliances will not be provided by GWU and are the sole responsibility of the interns.

Interns are responsible for the cost of housing. The housing for 2006 should be approximately \$1000.00 per intern, payable by the interns several weeks before their arrival. While the housing is costly, the location of GWU and the kitchenettes will considerably lower the daily expenses for the interns.

Daily transportation to and from the office via the Metro subway will average \$2.70 each day. There are additional Metro costs associated with various tours in the area as well, totaling approximately \$10.00 for the month, as well as Metro use during spare time.

Interns will spend approximately \$15/day on food, unless they choose to eat out. Interns can lower the cost of food considerably by purchasing groceries and using the kitchenettes in their rooms and by bringing lunch to the office instead of purchasing food in the cafeterias.

## HOW TO APPLY

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We are seeking a variety of active, enthusiastic, and mature Alaskans from all over the State to fill a total of twenty positions. When filling out the application, please type or write legibly in order to ensure accurate interpretation of your qualifications. The completed application (including the essay and letter of recommendation, as explained in the application) should be faxed to Bridget Wolgemuth at 202-224-5301 no later than April 1, 2006. Since there are far more applicants than available positions, please apply early and make sure you have all necessary documents as we will not consider late or incomplete applications.

Since mail security screenings have significantly slowed mail delivery to our Washington, D.C. office, we cannot promise that applications postmarked by April 1, 2006, will be received in time to be considered. If you are unable to fax the application, please mail or deliver your completed application to our Anchorage office before April 1, 2006:

Senator Lisa Murkowski  
Attn: Bridget Wolgemuth  
510 L Street, Suite 550  
Anchorage, Alaska 99501

Applicants will be notified of selection for both sessions on or around May 1, 2006. Please feel free to contact the office with questions or for additional information either through the Senator's website: <http://www.murkowski.senate.gov/contact.cfm>, or by calling 202-224-6665.

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Personal Information

Name M / F Date  
(last, first, middle)

Social Security Number United States citizen? Y/N

Mailing Address City State Zip Code

Street Address City State Zip Code

Home phone ( ) Email

Date of Birth Place of Birth How long have you lived in Alaska?

Mother's Name Work phone ( )

Father's Name Work phone ( )

Session applying for First Session ☐ Second Session ☐ Either ☐

*You may attend only one session*

The first session is from June 3 to July 1 and the second session is from July 8 to August 5

Education

High School

Address

GPA Are you currently a high school senior? Y/N Graduation date

Extracurricular Activities

Honors or Awards

Special Skills

Post High School Plans and Intended Course of Study

Employment History

Please begin with most recent employer

1. Employer	Dates of employment
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Address

City	State	Zip code
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Phone ( )

Title/Duties

2. Employer	Dates of employment
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Address

City	State	Zip code
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Phone ( )

Title/Duties

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## Recommendations

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Please include one letter of recommendation

## References

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Please list three references who have known you at least two years

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### 1. Reference

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Work phone (       )

Home phone (       )

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Address

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City

State

Zip code

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Relationship

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### 2. Reference

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Work phone (       )

Home phone (       )

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Address

---

City

State

Zip code

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Relationship

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### 3. Reference

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Work phone (       )

Home phone (       )

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Address

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City

State

Zip code

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Relationship

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## Essay Question

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On an additional sheet of paper, please answer the following question:

Why do you want to be an intern in the Office of Senator Lisa Murkowski?

In responding to this question, please ask yourself the following questions: What do I hope to gain from this experience? What are my expectations for this internship? What do I think I can contribute to the Senator's office? *(Please keep in mind that this essay is indicative of your writing skills as well as your ability to express yourself)*

## Consent

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The information given above is complete and accurate to the best of my knowledge:

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Applicant's signature

Date

For parents/guardians of intern applicants:

I have read the attached information and I grant permission for \_\_\_\_\_

\_\_\_\_\_ to participate in the program if accepted.

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Parent or Guardian's signature

Date

The completed application (including the essay and letter of recommendation, as explained in the application) should be faxed to Bridget Wolgemuth at 202-224-5301 no later than April 1, 2006. Since there are far more applicants than available positions, please apply early and make sure you have all necessary documents as we will not consider late or incomplete applications.

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